

## **Renton Airport Advisory Committee**

October 20, 2009

### **MINUTES**

Renton Airport Advisory Committee (RAAC) Chair Mike O'Halloran called the meeting to order at 5:31 p.m. The sign-in sheet was sent around the table (copy attached).

#### **I. Welcome**

The Chair started the meeting by introducing himself; the rest of the members in attendance introduced themselves after him.

#### **II. Approval of Previous Minutes**

The Chair called for any corrections, comments, or notations to the previous minutes of September 22, 2009. It was noted some minor editing corrections had been made to the draft document that was originally distributed. With the corrections incorporated, the Chair declared the September 22, 2009 minutes approved.

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Mr. O'Halloran commented he had asked Ryan Zulauf to give us an update on various activities at the Airport prior to the beginning of each meeting's official discussion items. This evening he would give us a short history surrounding tonight's meeting place, commonly known as the Quonset hut. He then turned the floor over to Mr. Zulauf.

Mr. Zulauf noted the building was originally designed for use during WW II as a standardized, easy-to-assemble facility that could be transported in "modular" sections by air for quick delivery and set-up for use within a war zone. Up until a few years ago, this Quonset hut and immediate area were leased by The Boeing Company. Since then, the City has taken over ownership and the Airport just finished rehabilitating the second floor and adding a deck, with the intent of leasing it out to an airport-related business. The first floor has been renovated and will be kept for use as the Airport's maintenance facility.

Mr. O'Halloran asked Mr. Zulauf to provide us with an update on the Airport's financial status at the next meeting. He then turned the floor back over to Mr. Zulauf to begin the evening's discussions.

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### **III. Airport Regulations and Minimum Standards Draft Discussion**

Mr. Zulauf began with an overview of the evening's handouts. (After each one, Mr. O'Halloran would open the floor to questions and discussion.)

The *Airport Business Plan* (the Plan) was adopted by Council on December 5, 2002. The Plan contains 52 recommendations, and most of them have already been completed.

However, Recommendation #20 is one of the few items still open. It concerns drafting the Airport Regulations and Minimum Standards for use on the Renton Municipal Airport. It states: *"Revise the Airport Rules and Minimum Standards (1989); initiate a process to revise the Airport Minimum Standards to make them more complete and adopt formally."* This will be the task for the RAAC at this time and is the reason for our current meeting schedule.

Copies of Resolution #2776, which adopted the Airport Rules and Regulations and the Minimum Standards for Commercial Aeronautic Activities for Renton Municipal Airport on December 11, 1989, and the USDOT FAA Advisory Circular #150/5190-7, Minimum Standards for Commercial Aeronautical Activities, were also distributed.

Mr. O'Halloran explained these documents are also contained within the RAAC binders that each member should already have. (Mr. Lambro should receive his binder in the near future.)

Mr. Zulauf explained the goal for the RAAC at this time is to update and merge the two documents that were originally approved in 1989. This document would then be presented to the City Council for formal adoption. This task was originally started, and a draft document compiled, in March 31, 2007. It has languished ever since and some changes have occurred on the Airport since that time.

Mr. Zulauf then turned the floor over to Jonathan Wilson, Assistant Manager for the Airport, to discuss the FAA Advisory Circular.

Mr. Wilson described the FAA Advisory Circular 150/5190-7, and explained that the items set forth within this document are commonly known as the "Airport Assurances" or "Assurances" in the aeronautical field. He went on to explain that whenever an airport accepts any FAA grants, they are obligated to follow the guidelines established within this document and would remain committed to its requirements or risk the loss of any future funding and the possibility of being forced to repay all federal grant dollars spent up to that point on any airport improvements.

Mr. O'Halloran opened the floor to questions and discussion.



The question was asked whether the current task would be establishing a criteria and time line for future reviews of the Airport's standards and rules.

Yes, it is hoped the document would be reviewed for updates in approximately five years, or sooner if a major change should occur on the Airport.

A suggestion of scheduling these documents for annual reviews was presented for consideration.

Mr. Banholzer noted this is a substantial undertaking and once the document has been completed, it should be capable of standing on its own for a minimum of five years, if not longer.

Mr. Zulauf next called attention to the draft Airport Regulations and Minimum Standards dated March 31, 2007. He explained this document is primarily concerned with service levels, and it ties in directly with the recent adoption of the Airport's Leasing Policies. He then opened the floor for discussion.

When asked specifically what the City and Airport management are looking for from the RAAC at this time, Mr. Zulauf explained he is hoping to see a compilation of brain-storming so the final document is clear in its language for anyone who reads it to be able to understand what is desired.

Will the seaplane base be addressed?

No, the seaplane base is covered under the Airport Layout Plan (ALP).

Was the Airport lighting changed?

Yes, but not substantially. It primarily involved changing out the light bulbs in the runway fixtures and around the perimeter of the Airport.

Does the City Code come into play when we are working on the Minimum Standards and Regulations?

No. Over the years, the City Code has evolved substantially in relationship to the Airport, but it has nothing to do with establishing the minimum standards and regulations on Airport property.

Has the Airport accepted any funds for any portion of the seaplane base? What about helping with dredging?

Yes. The FAA provided funding for the docks, however they will not provide funds to help with the dredging as they consider dredging to be a maintenance issue.

Wasn't repaving the runway considered maintenance?

Apparently, the FAA looks at runways differently as compared to waterways.



The seaplane base is a separate entity on the Airport. Should the minimum regulations be addressed in relation to the seaplane base?

Yes. There are several issues that need to be addressed on the land side, for instance the haul-out equipment, aircraft storage, fueling, etc.

How do you want to receive comments?

Mark up your copies and bring them back with you for discussion.

Will the Airport provide electronic copies of the draft document for use?

Yes.

Is there a timeline that has been set for this task?

No, not really. Mr. O'Halloran commented he was hoping to be done with this within three meetings, but that's flexible.

The actual procedures that could be used were discussed – using an overhead projector with a computer connection to type in changes during real-time discussions; submitting individual comments electronically to be reviewed; discussion of specifics with agreement on language to be used, followed by hand-written notations to be incorporated by the recording secretary; etc.

A comment was made as to the depth and breadth of discussions that could arise over any given object and the amount time involved for discussions.

Mr. O'Halloran advised he would run tight meetings. As such, he anticipates no more than three minutes for discussing an item and then he will call for agreement and a vote on the subject.

After a brief discussion, it was decided to break the draft Airport Regulations and Minimum Standards document into three sections, with the intent of completing each section at the next subsequent meeting. Mr. O'Halloran advised RAAC members should anticipate each of the next meetings would last for two hours, or maybe a little longer if it looks like the group is close to completing a section but not quite there when the time limit arrives.

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#### **IV. Next Meeting**

The homework assignments were discussed and agreed upon. It was agreed at least three more meetings would be necessary. The meetings will be held Tuesday evenings on a monthly basis. The location for each meeting will be at the Airport (precise locations are yet to be determined). The starting time for each meeting was set for 5:30 p.m. and the schedules were set as follows:



| Meeting Date (Tuesdays) | Homework Assignment to be Discussed (Airport Regulations and Minimum Standards draft dated March 31, 2007)              |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------|
| November 17             | Cover <sup>1</sup> through page 14, Section 2.4.11, Removal of abandoned property or property posing a potential hazard |
| December 15             | Page 14, Section 2.5 Airport Changes through page 22, Section 3.5.2, Grounds for denial of application                  |
| January 19              | Page 23, Section 3.6 Requirements Applicable to all Operators, through page 28, Section 3.6.11, Waiver                  |

Future meetings will be determined at the January 19 meeting.

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## V. Adjourn

In a final closing comment, Mr. Zulauf reminded the RAAC members that staff posts the notices and minutes on the web site. He will request staff to email the electronic version of the draft Airport Regulations and Minimum Standards to the RAAC members.

Meeting adjourned at 6:30 p.m.

Respectfully submitted,

Jennifer Jorgenson  
 Recording Secretary

### RAAC Members Attendance for October 20, 2009:

Mike O'Halloran	Al Banholzer	Lee Chicoine
Robert Dempster	Matthew Devine	Robert Ingersoll
Tom Lambro	Roger Lewis	Marleen Mandt
John Middlebrooks	B. Cairus for Elliott Newman	Michael O'Leary
Diane Pahalke	Marcie Palmer	Jennifer Ann Rutkowski
Jonathan Wilson	Ryan Zulauf	

### Guest Attendance for October 20, 2009:

Ulf Goranson	Bernie Pahalke
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<sup>1</sup> Revise the title and cover to include the Will Rogers/Wiley Post Seaplane Base